

# BALTIMORE COUNTY PUBLIC SCHOOLS

Darryl L. Williams, Ed.D. ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

September 20, 2021

Dear Principals,

The 2020-2021 school year presented unique challenges requiring Team BCPS to adapt its operations to ensure the safety of our employees and guarantee the continued education of our students. This year we are still confronted with extraordinary circumstances requiring flexibility in addressing and resolving them.

Staffing is a challenge currently facing our school system. To assist in addressing the impact this may be having in schools, principals are authorized to offer additional pay to educators and paraeducators who volunteer to provide class coverage during the 2021-2022 school year. The cost will be funded from the central operating budget.

Educators who volunteer to give up assigned planning time to cover a class shall be compensated at their hourly per diem rate. Teachers shall be paid for any portion of their planning time that may be used to provide coverage.

Instructional paraeducators, interpreters, occupational therapy assistants, and office professionals who volunteer to cover a class(es) shall be paid at their hourly rate plus an extra \$20 per hour for any portion of said coverage. The same rate shall be paid to those who volunteer.

Time for teachers, instructional paraeducators, interpreters, occupational therapy assistants, and office professionals shall be reported on the appropriate forms located on the Office of Payroll's web page at the following link: [Payroll Forms - Division of Business Services \(bcps.org\)](#). The "Class Coverage-Base" form shall be completed for educators and the "Class Coverage – Hourly Paysheet" shall be completed for hourly employees. For additional information pertaining to either form, please contact the Office of Payroll at 443-809-4240.

Principals are expected to make every effort to ensure teachers, paraeducators, and office professionals only provide coverage in emergency situations and that coverage is for the shortest amount of time possible. Administrators are expected to seek to fill vacancies or identify a substitute teacher as soon as possible. Workload issues that may arise will be addressed by leadership in collaboration with the respective collective bargaining unit in order to reach a mutually acceptable resolution.

Sincerely,



Darryl L. Williams, Ed.D.  
Superintendent



Mr. William Burke, Executive Director  
Council of Administrative and Supervisory Employees (CASE)



Ms. Cindy Sexton, President  
Teachers Association of Baltimore County (TABCO)



Ms. Jeannette Young, President  
Educational Support Professionals of Baltimore County (ESPBC)